Dear PEERS/IBBC 2015 Exhibitors,

Welcome to PEERS/IBBC 2015!

We are pleased that you will be joining us October 25-30 Atlanta, Georgia for this exciting industry event.

This Exhibitor Service Manual has been carefully planned and organized to help you prepare for a successful show! It is intended to be the one resource and reference guide that will assist you in the planning process for PEERS and/or IBBC. Pay close attention and adhere to the deadline dates when ordering products and services from show vendors – the savings can be substantial.

The PEERS/IBBC Management Team along with TAPPI is available to help you with your exhibiting experience. On behalf of the entire staff of PEERS/IBBC 2015, we appreciate your participation and look forward to seeing you in Atlanta.

Let's have a great show!

Sincerely,

Grayson Lutz
PEERS/IBBC Show Management
glutz@tappi.org

Preliminary 2015 PEERS & IBBC Exhibit Schedule

***Schedule subject to change**

Sunday, October 25

9:00am – 4:00pm	PEERS Exhibitor Move-In
5:00pm – 7:00pm	Reception in the Exhibit Hall

Monday, October 26

10:00am – 10:30am	Coffee Break
12:00pm – 1:30pm	Lunch in the Exhibit Hall
3:00pm – 3:30pm	Coffee Break
5:00pm-6:30pm	Reception in the Exhibit Hall

Tuesday, October 27

10:00am – 10:30am	Coffee Break
12:00pm – 1:30pm	Lunch in the Exhibit Hall
3:00pm – 3:30pm	Coffee Break
3:30pm-6:00pm	PEERS Exhibitor Move-Out

Wednesday, October 28

8:00am-10:00am	IBBC Exhibitor Move-In
10:00am – 10:30am	Coffee Break
3:00pm – 3:30pm	Coffee Break
5:00pm-6:30pm	Reception in the Exhibit Hall

Thursday, October 29

10:00am – 10:30am	Coffee Break
12:00pm – 1:30pm	Lunch in the Exhibit Hall
3:00pm – 3:30pm	Coffee Break
5:00pm-6:30pm	Reception in the Exhibit Hall
6:30pm-9:00pm	IBBC Exhibitor Move-Out

Exhibitor Registration

Exhibitor Registration Information

Thank you for exhibiting/sponsoring at the TAPPI PEERS and/or IBBC. Pre-register your booth personnel by faxing the completed Exhibitor Registration Form to **+1.770.209.7206 by October 1, 2015**. Changes or corrections to personnel can be made by contacting the PEERS/IBBC Registration Department at 1.800.332.8686 (US), 1.800.446.9431 (Canada), +1.770.446.1400 or via e-mail at memberconnection@tappi.org. Additional Exhibit Only Personnel badges can be purchased for your staff at $75 each **per Conference**, PEERS & IBBC or $150 for **both Conferences**.

All PEERS/IBBC 2015 Exhibitors must register all staff and employees that will be working the exhibit space. This includes exhibitors utilizing complimentary registrations; names must be submitted. Please see below for what is included in your exhibit/sponsorship purchase (unless you have a modified purchase that states otherwise).

Sponsors are entitled to registration privileges based on the table below. Letters with * receive the number of registration shown for each conference, PEERS & IBBC.

Category	Complimentary Full Conference (Per Conference)	Discounted Full Conference ($400 each per Conference)	Complimentary Exhibit Personnel (per Conference)
*A. Platinum Sponsor	2	3	2
*B. Gold Sponsor	1	2	2
*C. Silver Sponsor	1	1	2
*D. Bronze Sponsor		1	2
E. 8'x10' Exhibit Booth for PEERS	1		2
F. 8'x10' Exhibit Booth for IBBC	1		2
*G. 8'x10' Exhibit Booth for both PEERS & IBBC	1		2
H. 6'x30" Table Top for PEERS		1	2
I. 6'x30" Table Top for IBBC		1	2
*J. 6'x30" Table Top for both PEERS & IBBC		1	2

Exhibitor Badge Pick-Up

Badges will **not** be mailed prior to the show and can be picked up onsite at Registration.

Questions? Contact TAPPI's PEERS/IBBC Registration Department 1.800.332.8686 (US) • 1.800.446.9431 • +1.770.446.1400 memberconnection@tappi.org

2015 PEERS/IBBC Exhibitor Registration Form

Fax Completed Form to +1.770.209.7206

Step 1: Contact Information

TAPPI Record Id:_____Category Type:_____

Exhibiting Company_____ Booth Number_____

Contact Name _____

Address_____

City/State/Zip/Country _____

Phone_____ Fax_____ Email_____

Step 2: Company Representatives (Please print clearly FIRST NAME, LAST NAME & E-MAIL ADDRESS)

**Please see the sponsorship flyer for details regarding allotted registrations for sponsorship packages*

1. First Name_____Last Name_____Email_____

Check One: ❒Comp Exhibit Personnel ❒Add. Exhibit Personnel@$75 ❒Add. Exhibit Personnel@$150
❒Comp Full Conference ❒Discounted Conf.@$400

2. First Name_____Last Name_____Email_____

Check One: ❒Comp Exhibit Personnel ❒Add. Exhibit Personnel@$75 ❒Add. Exhibit Personnel@$150
❒Comp Full Conference ❒Discounted Conf.@$400

3. First Name_____Last Name_____Email_____

Check One: ❒Comp Exhibit Personnel ❒Add. Exhibit Personnel@$75 ❒Add. Exhibit Personnel@$150
❒Comp Full Conference ❒Discounted Conf.@$400

4. First Name_____Last Name_____Email_____

Check One: ❒Comp Exhibit Personnel ❒Add. Exhibit Personnel@$75 ❒Add. Exhibit Personnel@$150
❒Comp Full Conference ❒Discounted Conf.@$400

Step 3: Payment of <u>Additional Badges</u> and <u>Discounted Full Conference Package(s)</u> (if applicable)

- Allotted Exhibit Personnel Badges _____Requested Exhibit Personnel Badges_____
  $75/Additional Exhibit Personnel Badge: **$75 x _____ = _____ (one Conference)**
  $150/Additional Exhibit Personnel Badge: **$150 x _____ = _____ (both Conferences)**
- DISCOUNTED Full Conference Package ($400 for Exhibitors ONLY): **$400 x _____=_____**
  TOTAL DUE: $_____

Step 4: Payment Methods

1. **<u>Credit Card -</u>** ❑ AMEX ❑ Diner's Club ❑ Discover ❑ MasterCard ❑ Visa
   Card Number_____Expiration Date_____
   Cardholder's Name _____
2. **<u>Check in U.S. Funds</u>:** Mail check with form to: TAPPI Inc., PO Box 933644, Atlanta, GA 31193-3644 USA
3. **<u>Wire Transfer:</u>** Contact TAPPI's Member Connection Center for bank information
   Date of Transfer:_____ Amount US$_____

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com

SHOW INFORMATION

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

BOOTH PACKAGE

Items provided for your booth or tabletop:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - Green
(2) Side Chairs
(1) Wastebasket

Show drape color(s): Lime Green, White
Aisle carpet color: Facility is carpeted

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	**Sunday, October 25, 2015**	**9:00 AM - 4:00 PM**	**PEERS Move-In**
Exhibit Hours:	**Sunday, October 25, 2015**	**5:00 PM - 7:00 PM**	Reception in Exhibit Hall
	Monday, October 26, 2015	**10:00 AM - 10:30 AM**	Coffee Break
		12:00 PM - 1:30 PM	Lunch in Exhibit Hall
		3:00 PM - 3:30 PM	Coffee Break
		5:00 PM - 6:30 PM	Reception in Exhibit Hall
	Tuesday, October 27, 2015	**10:00 AM - 10:30 AM**	Coffee Break
		12:00 PM - 1:30 PM	Lunch in Exhibit Hall
		3:00 PM - 3:30 PM	Coffee Break
		5:00 PM - 6:30 PM	**PEERS Move-out**
	Wednesday, October 28, 2015	**8:00 AM - 10:00 AM**	**IBBC Move-In**
		10:00 AM - 10:30 AM	Coffee Break
		3:00 PM - 3:30 PM	Coffee Break
		5:00 PM - 6:30 PM	Reception in Exhibit Hall
	Thursday, October 29, 2015	**10:00 AM - 10:30 AM**	Coffee Break
		12:00 PM - 1:30 PM	Lunch in Exhibit Hall
		3:00 PM - 3:30 PM	Coffee Break
		5:00 PM - 6:30 PM	Reception in Exhibit Hall
Exhibitor Move-out:	**Wednesday, October 28, 2015**	**6:30 PM - 9:00 PM**	**IBBC Move-out**
Freight Re-route Time:	**Wednesday, October 28, 2015**	**8:00 PM**	

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	**Friday, September 25, 2015**
Discount price deadline for standard Shepard orders:	**Friday, October 2, 2015**
Discount price deadline for custom Shepard rentals:	**Friday, September 25, 2015**
First day for warehouse deliveries without a surcharge:	**Friday, September 25, 2015**
Last day for warehouse deliveries without a surcharge:	**Friday, October 16, 2015**

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
PEERS/IBBC
c/o Shepard Exposition Services
1531 Carroll Dr NW
Atlanta, GA 30318

The Hyatt Regency does not permit shipments to be delivered directly to the hotel. All shipments must be delivered to the Advance Warehouse.

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

Shepard Exposition Services
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Customer Service Email: atlanta@shepardes.com

ONLINE ORDERING INSTRUCTIONS

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **PEERS/IBBC**
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click login
   a. ***NEW users*** : User name = Your Email Address (provided by Show Management)
   Password = PEERS15

   b. ***Previous users*** : User name = Your Email Address
   Password = Your pre-existing password
5. Don't remember your password? Click the link "Forgot your password?" and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the « previous or continue » buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on

To **DELETE** an item from your shopping cart, click next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com

PAYMENT AUTHORIZATION

Shepard Exposition Services
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PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

Discount Deadline: October 2, 2015

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - PEERS/IBBC
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 **Account Number:** 42-6061-9772
SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

**** Please be sure to include the *show name or show code and your booth #* as well as the *wire fee* if you are sending a wire transfer, ACH payment, or check.**

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____
COMPANY ADDRESS: _____ **PHONE:** _____
CITY, ST, ZIP: _____ **FAX:** _____
CONTACT NAME: _____ **EMAIL:** _____

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐ C Pay by Check* ☐ Pay by Wire* ☐

Credit Card #: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ **Expiration Date:** ☐☐☐☐ Month Year

Billing Address: _____
City, ST, Zip: _____
Name on Card: _____
Security Code: ☐☐☐☐

Authorized Signature: _____

**Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.*

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: **atlanta@shepardes.com**

SHEPARD TERMS & CONDITIONS

PEERS/IBBC

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

Discount Deadline: October 2, 2015

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

☐ **All services**

☐ Rental Furniture
☐ Carpet
☐ Logistics/Transportation
☐ Material Handling *Please complete the Material Handling Authorization Form
☐ Exhibit Display Rentals
☐ Cleaning
☐ Other (please specify): _____
☐ Overhead Rigging/Labor
☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____ **CONTACT NAME:** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

AUTHORIZED SIGNATURE: _____ **EMAIL:** _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month) ____ (Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: **atlanta@shepardes.com**

EXHIBITOR APPOINTED CONTRACTOR

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

Deadline Date: September 25, 2015

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

CARPETING & CLEANING

Shepard Exposition Services
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PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

Discount Deadline: October 2, 2015

EXPO CARPET - 16 OZ.

Choose Color:

Red (01)	☐	Black (06)	☐
Blue (05)	☐	Teal (13)	☐
Tuxedo (50)	☐	Burgundy (07)	☐

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	237.35	308.55	
50256		10' x 20'	451.80	587.35	
50257		10' x 30'	673.90	876.05	
50258		10' x 40'	895.95	1164.75	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

50006		Per Square Foot	4.75	6.20	

Rental includes installation and removal of carpet and visqueen.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01)	☐	Charcoal (17)	☐
Silver Cloud (18)	☐	Black (06)	☐
Deep Navy (22)	☐	Cobalt (21)	☐

	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	7.45	9.70	
46003		Rental 1000+/sq.ft	6.40	8.30	
46002		Purchase/sq.ft.	17.75	23.10	

Minimum 100 sq. ft. is required. No refunds on cancellations.
Rental includes installation and removal of carpet and visqueen.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	1.15	1.50	
50008		1" Padding	2.65	3.45	
50010		Visqueen	0.40	0.50	

BOOTH DIMENSIONS

What is your booth size (ft.)?

	X		=	sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

	Qty.	Item	Discount	Regular	Amount
47001		Vacuum Once	0.47	0.60	
47002		Daily Vacuum	2.35	3.05	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

	Qty.	Item	Discount	Regular	Amount
47030		Porter Svc Once	0.55	0.70	
47031		Daily Porter Svc	2.70	3.50	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are non-taxable for this show.

Total Carpeting & Cleaning	$
8.00% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

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* All tax rates are subject to change.

EXPO FURNISHINGS

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

Discount Deadline: October 2, 2015

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)
Green (02) Blue (05) Grey (10)
White (03) Black (06) Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	140.25	182.35	
50046			6'L X 30"H	172.35	224.05	
50050			8'L X 30"H	218.35	283.85	
50043			4'L X 42"H	170.45	221.60	
50047			6'L x 42"H	218.30	283.80	
50051			8'L x 42"H	256.70	333.70	
50052			4th Side 30"	85.25	110.85	
50171			4th Side 42"	85.25	110.85	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	99.90	129.85	
50044		6'L X 30"H	119.20	154.95	
50048		8'L X 30"H	140.60	182.80	
50041		4'L X 42"H	112.50	146.25	
50045		6'L x 42"H	140.60	182.80	
50049		8'L x 42"H	156.80	203.85	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	56.55	73.50	
50084			6'L X 6"H	72.95	94.85	
50086			8'L X 6"H	97.75	127.10	
50083			4'L X 12"H	122.45	159.20	
50085			6'L x 12"H	152.40	198.10	
50087			8'L x 12"H	169.85	220.80	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	29.10	37.85	
50078		6'L X 6"H	40.90	53.15	
50080		8'L X 6"H	52.90	68.75	
50077		4'L X 12"H	56.45	73.40	
50079		6'L x 12"H	80.60	104.80	
50081		8'L x 12"H	98.40	127.90	

STANDARD SEATING

Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	89.30	116.10	
50021		Arm Chair	124.20	161.45	
50024		Stool w/back	145.55	189.20	

STANDARD ACCESSORIES

Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	25.60	33.30	
50094		Floor Easel	50.40	65.50	
50245		Literature Rack	193.75	251.90	

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	246.45	320.40	
50092		Coat Rack	87.50	113.75	
50093		Garment Rack	246.45	320.40	

Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	103.95	135.15	
50095		Sign Holder, 22x28	114.80	149.25	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

Code	Qty.	Item	Discount	Regular	Amount
50058		Sateen Skirting	19.25	25.05	

Please select sateen color from below:

☐ Red (01) ☐ Gold (04) ☐ Burgundy (07)
☐ Green (02) ☐ Blue (05) ☐ Grey (10)
☐ White (03) ☐ Black (06) ☐ Teal (13)

Total Expo Furnishings:	$
8.000% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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SPECIALTY FURNISHINGS/ACCESSORIES

Shepard Exposition Services

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Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

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Discount Deadline: October 2, 2015

SPECIALTY CHAIRS AND TABLES

36" Diameter
42" or 30" H

24" W x 18" H

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	93.15	121.10	
51090		Director's Stool	166.65	216.65	
51089		Ped. Table,42"	256.75	333.80	
50032		Ped. Table,30"	244.90	318.35	
50030		Rnd Side Table	118.45	154.00	
50031		Sq. Side Table	118.45	154.00	

SHOWCASES

Full View

Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	928.80	1207.45	
50068		Full View 6'	1024.45	1331.80	
50069		Quarter View 4'	928.80	1207.45	
50070		Quarter View 6'	1024.45	1331.80	

Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS

	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	54.35	70.65	
50088		8' Upright	32.60	42.40	
50089		8' Crossbar	21.65	28.15	

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

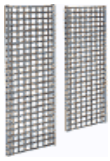
	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	23.60	30.70	
50074		3' High	17.50	22.75	

Choose Color: **Minimum 4' panel rental required.**

☐ Red (01) ☐ Blue (05) ☐ Grey (10)

☐ White (03) ☐ Black (06) ☐ Burgundy (07)

GRID AND GRID ACCESSORIES



	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	222.10	288.75	
50237		2'x8' w/o legs, each	166.45	216.40	
50242		7-Ball Waterfall	15.25	19.85	

Other accessories available, please call customer service for more information.

VELCRO TACK BOARD

50061

50060

	Qty.	Item	Discount	Regular	Amount
50060		4' X 8' Horz.	300.70	390.90	
50061		4' x 8' Vert.	300.70	390.90	

Total Specialty Furnishings/Accessories:	$
8.000% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

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EXECUTIVE FURNITURE

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http://www.shepardes.com/intro.asp

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
	Key West - Black			
	SOM	852.95	1108.85	
	LSM	756.20	983.05	
	OCB	620.05	806.05	
	Lisbon - Charcoal Leather			
	SOC	1121.30	1457.70	
	LSC	1011.30	1314.70	
	CHC	743.10	966.05	
	Memphis			
	MPS	802.45	1043.20	
	MPC	569.45	740.30	
	Roma			
	CHR003	508.35	660.85	
	SFA003	778.70	1012.30	
	Newport			
	SED	2180.95	2835.25	
	LSD	973.95	1266.15	
	CHD	536.40	697.30	
	Miscellaneous Seating			
	SO1	967.30	1257.50	
	OCU	595.80	774.55	
	BCW	1165.25	1514.85	
	OCH	1077.35	1400.55	
	Ottomans			
	OTS	345.60	449.30	
	OTP	551.90	717.45	
	OTQ	475.60	618.30	
	OTL	556.95	724.05	
	OTK	556.95	724.05	
	OTM	576.00	748.80	
	OTN	532.60	692.40	
	OTH	175.85	228.60	
	VIB02	132.70	172.50	

COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
	Cocktail Tables			
	C1E	408.85	531.50	
	C1F	373.75	485.90	
	C1C	384.70	500.10	
	COLI	244.35	317.65	
	End Tables			
	E1E	384.70	500.10	
	E1F	349.50	454.35	
	E1C	360.60	468.80	
	EOLI	229.45	298.30	
	Lamps			
	LA15	216.45	281.40	
	LA14	146.60	190.60	
	TRW	414.50	538.85	

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

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CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
	Geo Tables - 29" High			
	CE2 (60"L)	624.45	811.80	
	CF2 (60"L)	602.35	783.05	
	CE1 (42"L)	430.90	560.15	
	CF1 (42"L)	408.85	531.50	
	Graphite Nebula - 29" High			
	CB2 (6'L)	664.65	864.05	
	CB3 (8'L)	815.65	1060.35	
	CB1 (42"RND)	551.80	717.35	
	Mahogany - 29" High			
	CC6 (6'L)	624.45	811.80	
	CC7 (8'L)	769.45	1000.30	
	CC8 (10'L)	1224.50	1591.85	
	CC5 (42"RND)	548.80	713.45	
	Miscellaneous Conf. Table - 29" High			
	CG1 (42"RND)	444.10	577.35	

CONFERENCE CHAIRS & OCCASSIONAL CHAIRS

Qty.	Item	Discount	Regular	Amount
	Panton			
	OTO	659.55	857.40	
	SC9	290.20	377.25	
	Luxor - Black Leather			
	XC3	540.90	703.15	
	XC2	587.00	763.10	
	XC1	624.45	811.80	
	Altura - Black Crepe			
	XC6	481.55	626.00	
	XC5	529.90	688.85	
	XC4	576.00	748.80	
	Brewer			
	SC3	257.25	334.45	
	SC2	257.25	334.45	
	Miscellaneous Chairs			
	SC8	239.55	311.40	
	SC1	274.80	357.25	
	SC4	274.80	357.25	
	SCE	173.75	225.90	
	OCA	398.45	518.00	

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Please complete the following:

	Subtotal	$
	8.000% Tax*:	$
	Amount Due:	$

Company Name: _____ **Booth #:** _____

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BAR TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 42" High			
	VTN	362.90	471.75	
	VTM	362.90	471.75	
	30" Round x 42" High			
	VTK	350.05	455.05	
	VTJ	350.05	455.05	
	VTF	396.95	516.05	
	VTC	350.05	455.05	
	WTJ	443.90	577.05	
	WTF	488.85	635.50	

VTN

VTM

VTK

VTJ

VTF

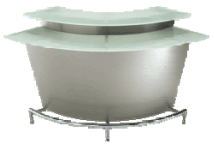
VTC

WTJ

WTF

BARS

Qty.	Item	Discount	Regular	Amount
	Martini Bars - 47" High			
	BR1	2034.10	2644.35	
	BRC	5854.80	7611.25	


BR1

BRC

BAR STOOLS

Qty.	Item	Discount	Regular	Amount
	Banana - Chrome, 30" High			
	BST	358.70	466.30	
	BSS	358.65	466.25	
	Oslo - 30" High			
	BSD	373.55	485.60	
	BSC	373.55	485.60	
	Miscellaneous			
	BSL (29"H)	283.85	369.00	
	BSN (29"H)	403.40	524.40	
	BCE (32"H)	330.80	430.05	
	BS003	427.60	555.90	

BSL

BSC

BST

BSS

BSD

BS003

BSN

BCE

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Please complete the following:

Subtotal	$		
8.000% Tax*:	$		
Amount Due:	$		

Company Name: _____ **Booth #:** _____

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CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 29" High			
	ZTP	337.25	438.45	
	ZTN	337.25	438.45	
	ZTM	337.25	438.45	
	XTP	454.60	591.00	
	XTN	454.60	591.00	
	XTM	454.60	591.00	
	30" Round x 29" High			
	ZTK	303.15	394.10	
	ZTJ	303.15	394.10	
	XTK	418.35	543.85	
	XTJ	418.35	543.85	
	XTF	460.95	599.25	

ZTP - 36"
ZTK - 30"

ZTN - 36"
ZTJ - 30"

ZTM - 36"

XTP - 36"
XTK - 30"

XTN - 36"
XTJ - 30"

XTM - 36"

XTF - 30"

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
	Stacking Chair, 37" High			
	CS8	162.20	210.85	
	CS9	162.20	210.85	
	Altura - Black Crepe			
	SY1	292.40	380.10	
	DF1	433.30	563.30	

CS8

CS9

SY1

DF1

PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
	Product Display			
	PDL	688.10	894.55	
	BC6	499.35	649.15	
	BC7	488.85	635.50	
	ET1	499.35	649.15	
	ET2	499.35	649.15	
	Training Room			
	CP5	584.80	760.25	
	PO3	700.10	910.15	
	PO1	443.90	577.05	
	WD2	514.40	668.70	
	JD6	842.05	1094.65	
	Lateral Files			
	L26	619.05	804.75	
	L27	584.80	760.25	
	Refrigerator			
	R1Q	407.70	530.00	

PEDESTALS	COLOR	SIZE
PDL	Black	24"LX24"DX42"H

PDL

BC6

BC7

ET1

ET2

CP5

PO3

PO1

WD2

JD6

L26

L27

R1Q

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Subtotal	$		
8.000% Tax*:	$		
Amount Due:	$		

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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INLINE BOOTH RENTALS

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

Discount Deadline: September 25, 2015

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: ***http://www.shepardes.com/shep-gallery.html***

The Eddie

Qty.	Description	Discount	Regular
	10' x 10'	3577.75	4651.10
	10' x 20'	5826.20	7574.05
	Subtotal		

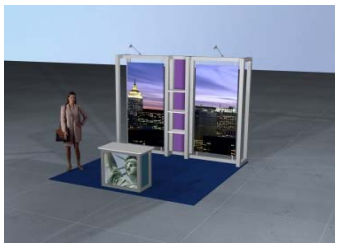
(66470, 66471)

The Jonathon

Qty.	Description	Discount	Regular
	10' x 10'	2495.95	3244.75
	10' x 20'	4368.95	5679.65
	Subtotal		

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	3095.95	4024.75
	10' x 20'	5878.35	7641.85
	Subtotal		

(66477, 66478)

The Madison

Qty.	Description	Discount	Regular
	10' x 10'	3754.35	4880.65
	10' x 20'	4449.60	5784.50
	Subtotal		

(66484, 66485)

The Grant

Qty.	Description	Discount	Regular
	10' x 10'	3962.95	5151.85
	10' x 20'	5492.50	7140.25
	Subtotal		

(66486, 66487)

The Harrison

Qty.	Description	Discount	Regular
	10' x 10'	3643.10	4736.05
	10' x 20'	5353.45	6959.50
	Subtotal		

(66492, 66493)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** **Carpet is not included. To order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

INLINE BOOTH RENTALS

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

Discount Deadline: September 25, 2015

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

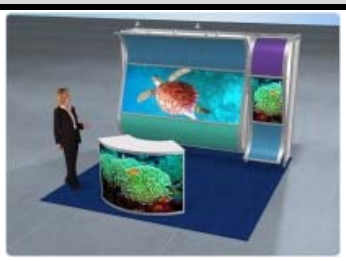
EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Graphic Development/Printing
- *Onsite Logistics Management
- *Installation/Dismantle
- *Freight Management
- *Custom Furniture Rental

Please visit us online for additional options and information: ***http://www.shepardes.com/shep-gallery.html***

The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3886.45	5052.40
	10' x 20'	5874.85	7637.30
	Subtotal		

(66490, 66491)

The Lincoln

Qty.	Description	Discount	Regular
	10' x 10'	3684.85	4790.30
	10' x 20'	5075.35	6597.95
	Subtotal		

(66482, 66483)

The Roosevelt

Qty.	Description	Discount	Regular
	10' x 10'	3858.65	5016.25
	10' x 20'	6118.20	7953.65
	Subtotal		

(66488, 66489)

The Lucy

Qty.	Description	Discount	Regular
	10' x 10'	2294.35	2982.65
	Subtotal		

(66473)

The Dale

Qty.	Description	Discount	Regular
	10' x 10'	4004.65	5206.05
	Subtotal		

(66481)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** **Carpet is not included, to order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

EXHIBIT RENTAL ACCESSORIES

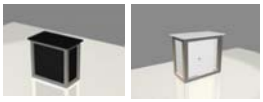
Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Exhibit Solutions Email: ESSRentals@shepardes.com

PEERS/IBBC
October 25 - 29, 2015
Hyatt Regency - Atlanta, Georgia
Event Code: G180021015
Discount Deadline: September 25, 2015

SHOWCASES AND LOCKING CABINETS

Quarterview Showcase
4' 6" W X 1' 9" D x 3' 3" H

Square Showcase
1' 9" W x 1" 9" D x 7' H



LC3
3' 9" W x 2' 3" D x 3' 6" H

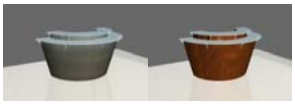
Showcases					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66270		**Quarterview**	1186.80	1542.85	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66272		**Square**	1280.90	1665.15	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					

Locking Cabinets					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66282		**LC1**	879.60	1143.50	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66283		**LC2**	1067.45	1387.70	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66284		**LC3**	648.90	843.55	
Please choose panel color: ☐ Black (06) ☐ White (03)					

LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H

LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

RECEPTION COUNTERS AND COMPUTER STANDS



RC1
7' 9" W x 3' 5" D x 3' 9" H

RC2
4' 9"W x 2' 3"D x 3' 3"H

RC3*
5' 3"W x 3' 3"D x 3' 6"H

CS1*
CS1 - 3' W x 1' 9" D x 6' 3" H

CS2*
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66274		**RC1**	2447.75	3182.10	
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)					
66275		**RC2**	904.55	1175.90	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66276		**RC3***	1962.25	2550.95	
66285		**CS1***	1141.15	1483.50	
66286		**CS2***	665.10	864.65	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66277		**Gondola**	616.35	801.25	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66278		**GL1***	1110.05	1443.05	
66279		**GL2***	1050.30	1365.40	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66430		Phone Station*	2016.25	2621.15	

Gondola
3' 6" W x 1' 9" D x 5' H

GL1*
GL1 - 5' 4" W x 1' 3" D x 8' H

GL2*
GL2 - 4' 3" W x 1' 3" D x 7' H

Please note that electrical services must be ordered separately .You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.
*** All tax rates are subject to change.**

SIGN ORDER FORM

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

Discount Deadline: October 2, 2015

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	188.05	244.45	
70010		Horz., 22" x 28"	188.05	244.45	
70011		Vertical, 28" x 44"	286.60	372.60	
70012		Horz., 28" x 44"	286.60	372.60	
70025		Meterboard, 39" x 90.75"	579.95	753.95	
Accessories					
70017		Blank Foamcore, 4'x 8'	51.10	66.45	
70021		Velcro, per ft, min. 5 ft.	3.30	4.30	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	23.85	31.00	
70071		grommets, per sq. ft. - Horizontal	23.85	31.00	
70066		Pockets, per sq. ft. - Vertical	25.65	33.35	
70072		Pockets, per sq. ft.- Horizontal	25.65	33.35	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	56.25	73.15	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

*** All tax rates are subject to change.**

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM

~ Email attachment (4 mgs or smaller only)

~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)

~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat

~ Files should be formatted in high-resolution quality, 100-300 dpi

~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design serivces (70067)

~ Logo reproduction (70052)

~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

LABOR

Georgia is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

LABOR ORDER FORM

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com

PEERS/IBBC
October 25 - 29, 2015
Hyatt Regency - Atlanta, Georgia
Event Code: G180021015
Discount Deadline: October 2, 2015

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling
Date of installation: _____ Requested start time: _____ Est. Hours _____
Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):
○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	96.00	124.80	30% **	
68067		OT	144.00	187.20	30% **	
68068		DT	192.00	249.60	30% **	

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

I will need Exhibitor Supervised Labor for (please check one):
○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	96.00	124.80	
68061		OT	144.00	187.20	
68062		DT	192.00	249.60	

Dismantle: 68063/68064/68065
Sup install: 68069 Sup dismantle: 68073

Please note - when ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	192.00	249.60	

Booth size: _____ ft. x _____ ft. = _____
Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal $
N/A Tax*: $
Amount Due: $

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
# of pieces: _____ Weight of Shipment: _____
Is shipment? ☐ Crated ☐ Uncrated
Tracking/Pro #: _____
Estimated arrival date: _____
Shipment to arrive at: ☐ Warehouse ☐ Show site

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____
Forklift required? ☐ Yes ☐ No
Carpet is? ☐ owned ☐ rented from Shepard
Carpet padding? ☐ Yes ☐ No
Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

Outbound Freight Information

Carrier Company Name: _____
Deliver Shipment To: _____
Address: _____
City, ST, Zip: _____
Type of Service (air, van line, ground, etc.): _____
If for any reason your shipment is not picked up by your carrier, please choose one of the following options:
Force freight through preferred carrier: ☐
Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:
☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.
*** All tax rates are subject to change.**

GROUND RIGGING/FORKLIFT RENTAL

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

Discount Deadline: October 2, 2015

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Requested date/time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	337.50	438.75	
35039		Overtime Hourly Rental	418.50	544.00	
35067		Double-time Hourly Rental	499.50	649.25	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	675.00	877.50	
35049		Overtime Hourly Rental	837.00	1088.00	
35069		Double-time Hourly Rental	999.00	1298.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	1012.50	1316.25	
35066		Overtime Hourly Rental	1255.50	1632.25	
35070		Double-time Hourly Rental	1498.50	1948.00	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	120.00	156.00	
35086		Overtime Hourly Rate	180.00	234.00	
35099		Double-time Hourly Rate	240.00	312.00	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	96.00	124.80	
35100		Overtime Hourly Rate	144.00	187.20	
35101		Double-time Hourly Rate	192.00	249.60	

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

*** All tax rates are subject to change.**

SHEPARD LOGISTICS SERVICES

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: logistics@shepardes.com

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

_____

_____

(City) (State) (Zip)

SHIP TO

☐ I will be shipping to the **WAREHOUSE**

(Company Name, Booth #)

PEERS/IBBC

c/o Shepard Exposition Services

1531 Carroll Dr NW

Atlanta, GA 30318

Warehouse Deadline October 16, 2015
Date

SHIPPING INFORMATION

Items to be shipped
Number of Pieces **Est. Weight**

____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) _____	
____	Skids/Pallets	
____	Carpet (color) _____	
____	Other _____	
____	Total Pieces **Total Wt.**	

Size of largest piece: L _____ W _____ H _____

Loading Dock ☐ Yes ☐ No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

▪ **Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site**

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

_____

_____

_____

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

_____

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐

Logistics/Material Handling ONLY ☐ Authorize ALL charges ☐

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Email: _____ **Fax #:** _____

Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

FAX COMPLETED FORM TO 404-720-8733

Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free

Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com

SHIPPING LABELS

PEERS/IBBC

ADVANCE SHIPPING ADDRESS LABELS

RUSH

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

1531 Carroll Dr NW

Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **PEERS/IBBC**

First day freight can arrive w/o a surcharge:
September 25, 2015
Last day freight can arrive w/o a surcharge:
October 16, 2015

RUSH

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

1531 Carroll Dr NW

Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **PEERS/IBBC**

First day freight can arrive w/o a surcharge:
September 25, 2015
Last day freight can arrive w/o a surcharge:
October 16, 2015

MATERIAL HANDLING AUTHORIZATION

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: □ Advance Warehouse □ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling

Weight	Description		Price	Total
Advance Shipments to Warehouse				
	$161.25	$209.75		
	Crated	Special Handling		
	35010 / 35013	35036		
Pieces	**Small Packages (FedEx/UPS/DHL under 30 lbs.)**			
	$80.75	$161.50		
	Each carton	Min. per shipment		
	35048	35045		

Signature Series Material Handling

Weight	Description		Price	Total
Advance Shipments to Warehouse				
	$145.25	$188.75		
	Crated	Special Handling		
	35393 / 35397	35392 / 35401		
Overtime				
	Overtime: 30% fee for every overtime application		30%	

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

*** All tax rates are subject to change.**

STORAGE AUTHORIZATION FORM

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com

PEERS/IBBC
October 25 - 29, 2015
Hyatt Regency - Atlanta, Georgia
Event Code: G180021015

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- **For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.**
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be ***$5.00 per pound or $500.00 per package or container***, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day ($20.00 Minimum).**

(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. **($100.00 Minimum)**
There will be no charge to return material to the booth at the close of the show. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: ***$20.00 per cwt. ($400.00 min.)*** *(35005)*

☐ **Storage per Month Service Fee:** Monthly storage is ***$10.00 per cwt per month ($100.00 min)***. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

☐ Shipped to another destination as arranged via Shepard Logistics Services

☐ Transport to another SES show: _____ Delivery Date: _____

☐ Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.
* All tax rates are subject to change.

MATERIAL HANDLING INFORMATION

PEERS/IBBC

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Email: atlanta@shepardes.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING **Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that cannot be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery.

OVERTIME **Surcharge: 30%** **35301**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME

Warehouse Material Handling rates may be subject to inbound overtime fees should the move-in schedule dictate overtime is required to deliver all warehouse freight prior to the beginning of exhibitor move-in. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE **Surcharge: 25%** **35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES **Surcharge: 15%** **35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD **Surcharge: $30 per Shipment** **35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS **Surcharge: $25.00 per forklift load** **35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE **Surcharge: $10.00 per piece, Minimum $40.00** **35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES **Surcharge: $10.50 per envelope** **35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING FEE **Surcharge: $150.00 round trip** **35106**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

MATERIAL HANDLING 101

PEERS/IBBC

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.
All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.
EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.
All shipments must be prepaid, no collect on delivery shipments will be accepted.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

CARTLOAD MATERIAL HANDLING SERVICE

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

CARTLOAD SERVICE

Cartload service includes one laborer, one cart, one trip per rate listed below.

Code	# of trips	Item Description	Rate	Amount
ONE-WAY STRAIGHT TIME RATES				
35152		Booth to Dock - ST	40.00	
35151		Dock to Booth - ST	40.00	
ONE- WAY OVERTIME TIME RATES				
35154		Booth to Dock - OT	60.00	
35153		Dock to Booth - OT	60.00	
			Subtotal	$
			N/A Tax:	$
			Amount Due:	$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

Event Code: G180021015

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.
Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

☐ Crate ☐ Skid ☐ Cases ☐ Carton ☐ Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.
** If using FedEx or UPS you must have *and apply* their shipping labels

Type of Service:

☐ Ground ☐ Overnight ☐ 2nd Day

In the event your designated carrier fails to pickup:

☐ Reroute via show carrier
☐ Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

1. **Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.**
2. **Exhibtors must properly package and label all materials.**
3. **Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.**
4. **Please see the SES service desk if you do not receive a BOL**

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

PEERS/IBBC

October 25 - 29, 2015

Hyatt Regency - Atlanta, Georgia

INSURANCE 4 EXHIBITORS

EXHIBITOR GENERAL LIABILITY INSURANCE PROGRAM
$1,000,000 Per Occurrence / $2,000,000 Aggregate

Premium Rates and Benefits - Please check all plan numbers that apply.

_____ **1 Day - $89.00**
_____ **2-5 Days - $109.00**
_____ **6-30 Days - $400.00**
_____ **Additional 5% of total premium to increase general aggregate to $2,000,000**
_____ **Six Months - $500.00**
_____ **Annual - $950.00**

Why wait? Visit our website www.insurance4exhibitors.com/shepard to complete the online application and register in 3 minutes or less or fill out this form and submit via fax. We accept: VISA, MasterCard or American Express.

NAME: _____

CONTACT: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

_____

Dates of Event: _____ Time(s): _____

Location of Event: _____

Address: _____

Description of Event: _____

Has any prior coverage been cancelled or non-renewed: ☐ Yes ☐ No

If yes, please describe and provide loss history: _____

Name, Address and Relationship of all additional insured to be added to the policy:

1.) _____ 2.) _____ 3.) _____

_____ _____ _____

_____ _____ _____

No coverage is bound until you receive a certificate of insurance and payment is made. Insurance4Exhibitors reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day.
This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program adminstrator.

Any person who knowingly presents a false or fraudelent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker.

☐ Please bill by VISA / MasterCard / AmEx Card # _____

Exp. Date _____ Authorized Amount _____ CID / CIV Code _____

Cardholder Address: _____

_____

Authorized Signature Date

Insurance4Exhibitors, 30285 Bruce Industrial Parkway, Suite B, Solon, OH 44139
Phone: 440-349-6650, Fax: 440-815-2154, www.insurance4exhibitors.com

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Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.
Advance Order – An order for services sent to service contractor prior to installation date.
Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.
Back Wall – Refers to the drape used at the rear of a standard booth.
Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)
Booth Package – This term describes the equipment supplied to exhibitors from show management.
Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.
Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.
Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.
CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt
Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.
DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.
Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.
Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.
Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.
Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.
Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.
Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.
Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.
Freight – Exhibit properties and other materials shipped for an exhibit.
Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.
Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.
Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.
I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.
ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.
In-line – An exhibit that is constructed in a continuous line with other exhibits.
Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.
Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.
Logistics – Point to point transportation services for freight by an appointed carrier.
Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.
Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.
Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.
Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.
Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.
Perimeter Booth – A booth space on an outside wall.
Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.
Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.
Quad Box – Four electrical outlets in one box provided by the electrical contractor.
Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.
Rigger – A skilled worker responsible for handling and assembly of machinery.
Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.
Service Desk – The location at which exhibitors order services.
Side Rails – The wall between two booths used to divide exhibits, typically 3' high.
Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.
Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.
ST labor – Straight time labor, or work performed during normal hours at the standard rate.
Targets – Exhibitor move in date/time prior to general move-in available by appointment only.
Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

Hyatt Regency Atlanta - Engineering Department
265 Peachtree Street, NE, Atlanta, Georgia 30303-1294
Phone: 404-460-6360 Fax: 404-460-6375
Email: electric@hyatt.com

Print Form

ELECTRICAL AND SPECIAL SERVICES REQUEST AND RENTAL FORM

Show Name _____ Set-Up Date _____ Booth # _____

Company Name _____ Ordered By _____ Phone # _____

Onsite Contact _____ Phone # _____ (Mobile Preferred)

TO QUALIFY FOR 10% DISCOUNT, ALL ORDERS MUST BE RECEIVED, WITH PAYMENT AT LEAST SEVEN DAYS PRIOR TO SET-UP.

CONVERSION CHART AND RATES FOR STANDARD ELECTRICAL SERVICES (A)

AMPS	1 PHASE 120 VOLTS	1 PHASE 208 VOLTS	3 PHASE 208 VOLTS	AMPS	1 PHASE 208 VOLTS	3 PHASE 208 VOLTS
20	2,000 watts $195	3,300 watts $260	5,800 watts $450	60	10,000 watts $650	17,300 watts $1,050
30	---	5,000 watts $340	8,600 watts $600	100	16,600 watts $1,015	28,800 watts $1,720
40	---	6,600 watts $420	11,500 watts $760	200	---	57,600 watts $3,350
50	---	8,300 watts $500	14,400 watts $825	400	---	143,900 watts $5,850

ADDITIONAL SERVICES AND LABOR CHARGES (B)

Water:
Hot Water - $220, Cold Water - $220, Drain - $150,
Fill & Drain (Up to 400 Gal) - $450
Hook up to Equipment Available - $75
(Note: Booth location must be specifically arranged with Exhibit Contractor)

Air:
Up to 80cfm, terminated in ½" FPT fitting at back of booth;
no hook-up - $470, (Plz advise of PSI, CFM, Intermittent or Continuous)
Hook-Up to Equipment Available - $75
(Note: Booth location must be specifically arranged with Exhibit Contractor)

Equipment Rental:
Extension Cord Rental - $55 (25ft) & $110 (50ft),
Power Strip Rental - $55
Clamp-On Light, 150 watt, includes power and hook-up - $175

Electrical Labor Charges Section (See Information On Back Of Form)**:**
Straight Time, 8a – 4p, M - Sa: $75.00
Overtime, 4pm – 8a, M – Sa: $112.50
Doubletime, Sun. & Holiday: $150.00

ELECTRICAL SERVICES (A)

QTY.	AMPS	VOLTS	PHASE	UNIT PRICE	$ AMOUNT
				Subtotal A	

ADDITIONAL SERVICES AND LABOR (B)

QTY.	ITEM DESCRIPTION	UNIT PRICE	$ AMOUNT
	Banners 8 ft or less	60.00	
	Banners over 8 to 12 ft. or in Centennial Ballroom	120.00	
	Signs, clings, appliques, and banners applied to hard surfaces or requiring rigging, must be contracted to Shepard Exposition and approved by Hotel.		
		Subtotal B	
		Total A+B	
		Order form with payment received seven (7) days prior to **SET-UP** date - CHECK BOX TO DEDUCT 10% ☐ (Standard pricing will apply for all orders received within seven (7) days of the set-up date)	
		Grand Total	

PAYMENT INFORMATION

Total Order $ _____

Payment in Full must be received prior to installation of services. Please indicate your method of payment:

____ CHECK ENCLOSED IN THE AMOUNT OF $ _____ (Payable to Hyatt Regency Atlanta)

____ CHARGE MY CARD IN THE AMOUNT OF $ _____

( ) Am Ex ( ) M/C ( ) Visa ( ) Other _____

CREDIT CARD AUTHORIZATION: Your signature authorizes Hyatt Regency Atlanta to DEBIT your credit card for all charges associated with this order. Hyatt Regency Atlanta reserves the right to disconnect power if a credit card is declined or invalid. For your convenience, we will use your credit card authorization to charge any additional amounts incurred as a result of showsite orders placed by you or your organization.

Credit Card Number	Expiration Date	Print Name As It Appears on Credit Card
Authorizing Signature		Date Authorized

THESE PRICES ARE GOOD UNTIL DECEMBER 31, 2015. THE HOTEL MUST BE CONTACTED FOR A CURRENT FORM BEGINNING JANUARY 1, 2016.

LABOR

Labor Rates are subject to labor contracts in effect at the time of Show. Labor before 8:00am and 4:00pm, Monday - Saturday will be at the overtime rate. Labor on Sunday & Holidays will be at the double-time rate.

OK to proceed without exhibitor supervision, per attached Floor Plan.

Date(s) Requested _____

Time Requested _____

No. of Electricians _____

Specify Labor Required:

☐ Electrical Distribution ☐ Electrical Motor or Controls

☐ Electrical Distribution Overhead ☐ Electrical Fixtures

Starting time can be guaranteed only in those instances when Electrical Labor is requested for the start of the working day, which is 8:00am, if not previously committed. A minimum charge per booth of one hour for installation and one-half hour to dismantle will apply, and time will commence in accordance with exhibitor's request.
Failure to start labor at requested time will result in a one hour charge, per electrician requested, unless 24 hour advance notice is provided.

ELECTRICAL REGULATIONS & GENERAL INFORMATION

1. Hyatt Regency Atlanta is not responsible for voltage fluctuation or power failure due to temporary conditions For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a Hyatt Regency Atlanta electrician. Hyatt Regency Atlanta will not be responsible for any damage or lost equipment, component computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a Hyatt Regency Atlanta electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. Twenty-four hour service to any outlet will be double the listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped back wall of in-line booths and peninsula spaces. Exhibitors with hard wall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floorplan. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. Local ordinances allow only 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
10. Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.
11. All equipment should be property tagged and wired with full information as to current, voltage, Phase, cycle, horsepower, etc. and ready for connection. If special or specific receptacles are required for equipment, they should be supplied by the exhibitor and installation will be charged at labor rates.
12. All outlets 20 amps and over with a voltage of 150 volts and over require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.
13. No credits will be issued on outlets or lights installed as ordered even though not used.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hookups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.
Fires can result from faulty wiring, carelessness or lack of understanding of the risks Involved.
In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will be disconnected.
If an exhibitor is not knowledgeable or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with minimum of ~14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material that can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is strictly prohibited in all convention facilities.
- Inspect all internal wiring and connections frequently.

The use of 2-wire cords are prohibited!

Hyatt Regency Atlanta

Exhibitor Internet Order Form

Email completed form to David.Biondo@swisscom.com

** Please note, this property features a wireless network and wireless internet may be purchased onsite via the online web interface at the rate of $50 per connection per day. You have prioritized access by ordering early **

Company Name:	Event Name:	
Street Address:		Booth Number (s):
City:	State/Province:	Event Dates:
Zip/Postal:	Country:	Setup Date:
Ordering Contact Name:		Setup Time:
Ordering Contact Email:		Teardown Date:
Ordering Contact Phone:		Teardown Time:
Onsite Contact Name:		Install Notes/Special Instructions:
Onsite Contact Cell Phone:		
Onsite Contact Email:		

Internet Services

High Speed Internet Access – Flat Fee (per booth)	Advance Rate (must be ordered at least 30 days before the event)	Standard Rate	Total
One Wired Internet Connection	$850	$1,250	
One Wireless Internet Connection	$350	$550	

Additional Connections and Services

	Qty	X	Advance Rate	Standard Rate	Total
Additional Wired Connection(s) - each		X	$100	$150	
Additional Wireless Connection(s) - each		X	$50	$75	
Public Static IP Address(s) - each		X	$25	$50	

Orders that are received 30 days prior to setup date qualify for the Advance Rate.

Additional connections are charged as a one time fee and the client is responsible to pay for each device connected to the network.

The network cables and equipment installed within the exhibitor booth are the responsibility of the client. Fees may be assessed for lost, damaged or missing cables and or equipment.

Onsite orders may be subject to a service expedite fee of $180.00.

Sub Total	
+22% SC	
Grand Total	

Authorized Signature: _____ *Date:* _____

David Biondo **Phone: (404) 460-6346** **Cell: (719) 459-0252** **David.Biondo@swisscom.com**

Hyatt Regency Atlanta

Exhibitor Internet Order Form

Payment Authorization		
Total Charge		
Credit Card Type: ☐ Amex ☐ Visa ☐ MasterCard		
Account #:	Exp:	CVV:
Billing Street Address:	City:	
State/Province:	Zip/Postal Code:	Country:
Name on Credit Card:	Billing Phone Number:	
Authorized Signature: _____ *Date:* _____		

Please submit the completed and signed form to David Biondo via email to David.Biondo@swisscom.com

Instructions and Additional Information

For best results, fill out the form completely by providing onsite contact information and as much information as possible. Please including drop locations in the notes section for wired connections.

Credit card charges are processed by the property and/ or Swisscom they will appear on your monthly statement in the property's name or as Hospitality Services.
For technical support, please contact the account manager listed on this form or the 24hr help desk at 888-703-2673.

Additional services not covered on this form are available such as; VLAN(s), video conferencing, Wi-Fi Hotspots, Webcasting, custom splash pages and many more. Please contact the account manager listed at the bottom of the page for more information.

Swisscom prohibits the use of client provided wired or wireless hubs, switches and routers to share internet access. Additional fees may be assessed for each unauthorized device connected to the network.

David Biondo **Phone: (404) 460-6346** **Cell: (719) 459-0252** **David.Biondo@swisscom.com**

Hyatt Regency Atlanta

Exhibitor Internet Order Form

Terms and Conditions

1. Services. Swisscom's network management services (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Swisscom shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals – otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and monitoring of the network and all network equipment from its network operations center - NOC.

2. Policies Incorporated by Reference. Swisscom's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Swisscom's Web site at www.Swisscom.com/Hospitality, are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. Configuration by Swisscom. In the event that Swisscom configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Swisscom be liable to Customer for any damage caused by such configuration, and Swisscom makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Swisscom responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Swisscom shall not be liable for any loss or damage resulting there from. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Swisscom does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Swisscom does not undertake to do so. Swisscom hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Swisscom is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Swisscom makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Swisscom to control or manage.

6. Limitation of Liability. Neither Swisscom nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Swisscom relating to its obligations under this Agreement. Swisscom's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

7. Indemnification. Customer shall indemnify and hold harmless Swisscom, the owner and manager of the property where the Services are provided, as well as each such party's officers directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Swisscom has no control over the content of information transmitted by Customer or its users and that Swisscom does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Swisscom, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

8. Service Interruptions, Modifications, and Instructions. Customer agrees that Swisscom may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Swisscom's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

9. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

10. Miscellaneous.

A. Force Majeure. Swisscom shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Swisscom's reasonable control.

B. No Waiver. The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. Binding Effect; Amendment. This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. Notices. All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopy transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. Merger. This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. Third Party Beneficiaries/Parties in Interest. This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. Relationship of the Parties. Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venture or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken there from and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.

David Biondo **Phone: (404) 460-6346** **Cell: (719) 459-0252** **David.Biondo@swisscom.com**

HYATT REGENCY® ATLANTA

AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:		ROOM/EXHIBIT BOOTH #:
STREET ADDRESS:	CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:	DELIVERY DATE		DELIVERY TIME ☐ AM ☐ PM
EMAIL ADDRESS:	PICKUP DATE		PICKUP TIME ☐ AM ☐ PM
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Someone must be in your event room at the specified delivery time to sign for equipment. Please call 404.460.6550 when you are ready for delivery.

ADVANCE RATE WILL BE APPLIED TO EXHIBIT ORDERS RECEIVED 10 DAYS PRIOR TO THE REQUESTED DELIVERY DATE.

COMPUTER COMPONENTS	Advance Price	Standard Price	Quantity
20" Flat Screen Monitor: (Please mark desired connection type) ☐ VGA ☐ HDMI ☐ DVI ☐ Other _____	$130	$150	
Laptop (Please note any special requirements) _____	$200	$230	
Wireless Presenter Mouse	$50	$60	

AUDIO COMPONENTS	Advance Price	Standard Price	Quantity
CD Player	$70	$85	
4-Channel Mixer	$75	$90	
Wireless Microphone Unit: (Choose one) ☐ Handheld ☐ Lavalier	$165	$190	
Powered Speaker w/stand	$120	$140	
Sound System (wired): *2 Powered Speakers w/stands, 4-Channel Mixer Wired Microphone and all appropriate cabling*	$400	$460	
Sound System (wireless): *2 Powered Speakers w/stands, 4-Channel Mixer Wireless Microphone and all appropriate cabling*	$500	$575	

VIDEO COMPONENTS	Advance Price	Standard Price	Quantity
60" LCD Monitor (Please mark desired connection type) ☐ VGA ☐ HDMI ☐ DVI ☐ Other _____	$700	$805	
42" LCD Monitor (Please mark desired connection type) ☐ VGA ☐ HDMI ☐ DVI ☐ Other _____	$360	$415	
32" LCD Monitor (Please mark desired connection type) ☐ VGA ☐ HDMI ☐ DVI ☐ Other _____	$220	$255	
All LCD Monitors are mounted on floor stands. If you prefer to mount them to your booth, please contact our office to provide specific requirements.			
DVD Player (Please mark desired connection type) ☐ VGA ☐ HDMI ☐ DVI ☐ Other _____	$85	$100	
8' Tripod Screen	$95	$110	
6' or 7' Tripod Screen	$85	$100	
4' or 5' Tripod Screen	$75	$90	
Tripod LCD Projector Package: *Tripod Screen, LCD Projector, Stands & all appropriate cabling*	$500	$575	
Tripod Projector Support Package: *Tripod Screen, Stands & all appropriate cabling*	$260	$300	

All orders are subject to 24% service charge and an optional 4% loss/damage waiver insurance. Lost, stolen or damaged equipment is the sole responsibility of the renter and renter agrees to pay the full cost to replace equipment if Loss/Damage waiver insurance is waived. Please ask your PSAV representative for details.

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multipying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.

B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

A PSAV REPRESENTATIVE WILL CONTACT YOU TO CONFIRM YOUR ORDER TOTAL AND PAYMENT. If you are not contacted within 7 days of placing an order, please call 404.460.6550.

Please email completed form to PSAV_at_HRA@psav.com or fax to 404.460.6564

Attn: PSAV
Hyatt Regency Atlanta
265 Peachtree Street NE
Atlanta, GA 30303
404.460.6415

PSAV®

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